



# **NORTH CAROLINA**

## Department of Transportation



# *NC Governor's Highway Safety Program*

October 27, 2022

A large, light gray map of North Carolina serves as a background. Overlaid on the map is the text "NORTH CAROLINA" at the top, "GOVERNOR'S HIGHWAY SAFETY PROGRAM" in the middle, and the word "Welcome" in a large, red, italicized font in the center.

**Welcome**

**Mark Ezzell – *Director***

**Email - [mezzell@ncdot.gov](mailto:mezzell@ncdot.gov)**

**Phone – (919) 814-3650**



The N.C. Governor's Highway Safety Program (GHSP) promotes traffic safety awareness and works to reduce the number of traffic crashes and fatalities in North Carolina.

The Governor's Highway Safety Program accomplishes our mission in two ways, through **grant funding opportunities** and conducting **highway safety initiatives** each year.

***BOOZE IT  
& LOSE IT.***



# WHO YOU GONNA CALL?

***If you have CLAIMS questions - Your Grant Specialist***

**Stacy Deans – Assistant Director, Internal Operations**

Warren Smith – Planning, Programs, & Evaluations Manager

David Williams – *Impaired Driving Coordinator*

Bob Stevens – *STEP Coordinator, State LEL*

Kevin Buster – *Bike/Ped & OP Coordinator*

Jackie Mitchell – *Traffic Records Coordinator*

# WHO YOU GONNA CALL?

***Questions about GHSP press events, kickoff events and/or communications:***

Julia Casadonte – *Communications Manager*

***Questions about Safety City, Robeson County Vision Zero, and other community projects:***

Cheryl Leonard- *Assistant Director, External*

Kadye-Ann Miller-Ford- *Office Manager*

# Other GHSP STAFF

## ***FINANCE***

Shanon Daniels – *Business Officer*

Vacant- *Administrative Assistant, Finance*

## ***OTHER***

Jackie Wilson: *Assistant to the Director, Task Force Manager*

# Schedule for Today

- Introduction & Welcome (9:00 - 9:15)
- Application/Claim Submissions (9:15 - 9:50)
- Grants Management (9:50 – 10:00)
- Change Requests (10:00 - 10:05)
- Break (10:05 - 10:15)
- Monitoring (10:15 - 10:40)
- Equipment (10:40 - 11:05)
- Break (11:05 - 11:15)
- Grants Management System Demo (11:15 - 12:00)



# Application Process



# Grant Application Process

- Grants are awarded for one year only
- Grant system open for FY23 submissions from January 1<sup>st</sup> to January 31<sup>st</sup>
- Must have the application started and submitted by January 31<sup>st</sup>
- Program Director's Guidebook provides information regarding application content and requirements

# Claim Submission and Spending



# Claim Guidelines

- Payments are made on a reimbursement basis
- Only allowable costs are eligible for reimbursement
- Claims should be filed:
  - minimum of quarterly
  - *no more than* once per month
  - new LEO grantees *MUST* file claims monthly
  - your Specialist may require monthly claims for any grantee at any time
- Claims not made within the 3-month threshold may be denied

# Backup Documentation

- Claims must include backup documentation
- Backup documentation must be attached to the claim
- Failure to submit within guidelines may result in denial of claim



# Backup Documentation

- Backup documentation should be in same order as the budget line items on the claim form
- Provide explanation/justification for costs that don't total amounts listed on invoices
- Food may be reimbursed *if* line item exists in your agreement and you provide a meeting agenda and sign-in sheet with backup

# Backup Documentation

- Line-item descriptions should match line-items in application
- Backup must be legible
- GHSP does not reimburse sales tax

# Backup Documentation

- All timesheets/time reports must be signed either electronically or on the timesheet
- OT pay is not reimbursed at time and a half for grants that are *not* specific OT grants
- Federal grant funds may not be used for activities considered “general costs of government” ([2 CFR § 200.444](#)) unless specifically allowed under the Federal statute or regulation



# Claim Approval Process



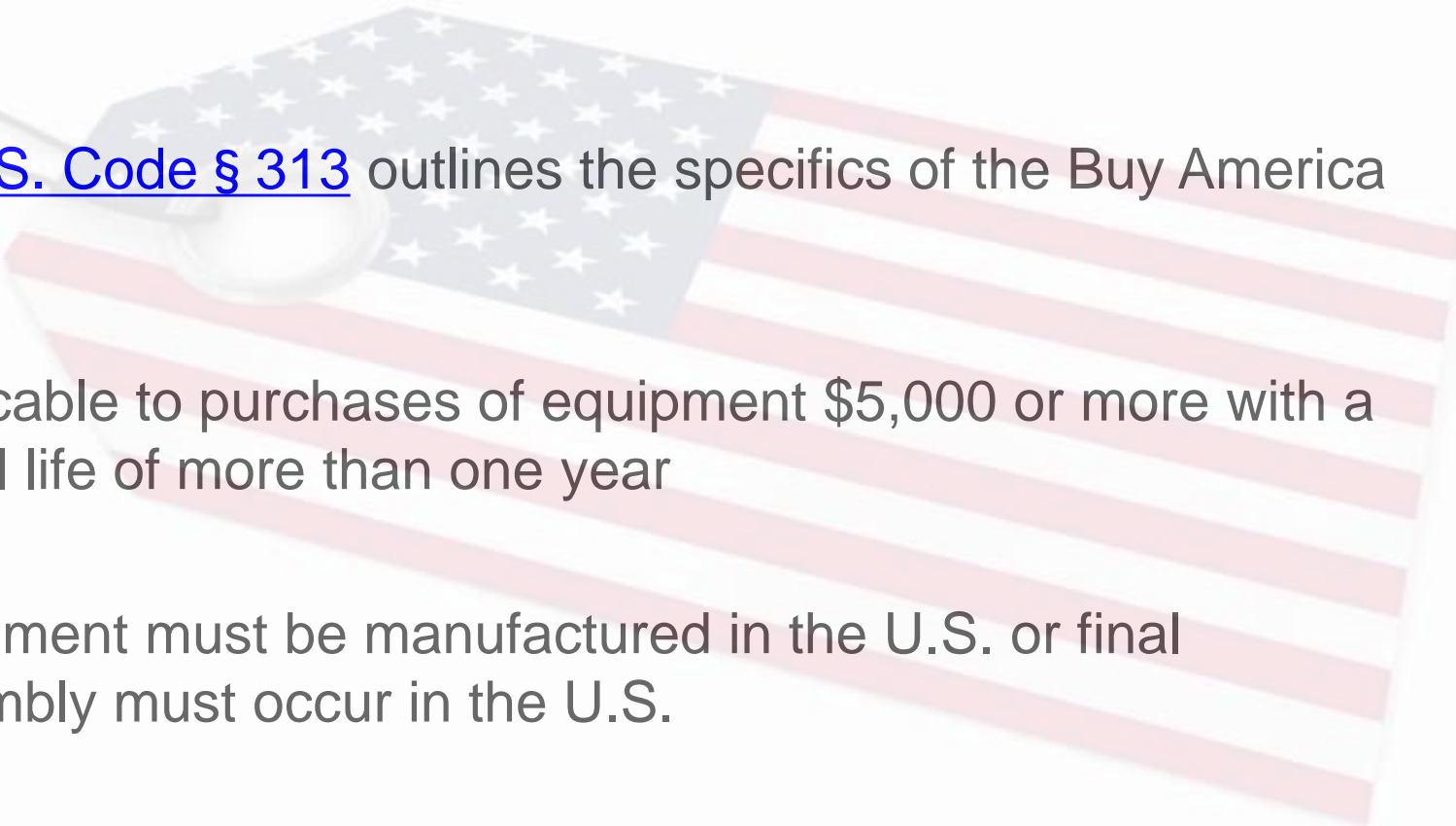
- Claims are reviewed at four levels within GHSP
- Once approved by GHSP, claims are forwarded to DOT's Contract Management
- Contract Management generally approves claims within two business days from receipt
- Payment is made within 2-3 business days if by direct deposit

# Unapproved Costs



- Any rejected or unaccepted costs shall be borne by the subgrantee
- Under no circumstance will reimbursement be made for costs incurred outside of the contract term
- Agencies will not be reimbursed for expenses that exceed any single line item
- Giveaways are not allowed under any circumstance

# Buy America Act

- 
- [23 U.S. Code § 313](#) outlines the specifics of the Buy America Act
  - Applicable to purchases of equipment \$5,000 or more with a useful life of more than one year
  - Equipment must be manufactured in the U.S. or final assembly must occur in the U.S.

# Buy America Certification

## **“Buy America Act” Certification**

The \_\_\_\_\_ (agency name) certifies the  
\_\_\_\_\_ (item for reimbursement) purchased and being  
submitted for reimbursement in this claim fully comply with the “Buy America Act”, as required  
in your grant contract (Agreement of Conditions, Item A.3.f. NHTSA Grant Funding Policies)  
meaning the items are either manufactured or assembled in the United States of America. By  
signing and certifying that these items are in compliance with the “Buy America Act”, if the  
items are later discovered by the Governor’s Highway Safety Program (GHSP), National Highway  
Traffic Safety Administration (NHTSA), or any other auditor to not be in compliance with the  
Act, then the certifying agency will be required to reimburse GHSP for the non-compliant items  
in full.

\_\_\_\_\_  
Certified by

\_\_\_\_\_  
Date

# Claim Example





# Cost Summary Statement – GHSP-08

North Carolina Governor's Highway Safety Program Claim for Reimbursement Cost Summary Statement - GHSP-08						
To: Governor's Highway Safety Program 750 N. Greenfield Parkway Garner, NC 27529				From: 1000000999 - Town of Mayberry Police Department		
				Phone: +1 (919) 555-1234		
Project Number: PT-22-02-12				Final: * <input type="radio"/> Yes <input checked="" type="radio"/> No		
Claim Number: 1				Period of Claim - From: * 10/01/2021 To: * 10/31/2021		
Agreement ID: 2000099999				Claim Date: * 11/20/2021		
Funding Share - Federal %: 85.00% State / Local %: 15.00%						
Expenditures This Period						
Cost Categories	Total Budget	Approved Expenditures	Expenditure this Period	Federal Share this Period	State / Local Share this Period	Balance
Personnel Services	\$39,152.00	\$0.00	\$2,774.67	\$2,358.47	\$416.20	\$36,377.33
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commodities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Cost	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$92,152.00	\$0.00	\$2,774.67	\$2,358.47	\$416.20	\$89,377.33
Total Federal Share Request for Reimbursement This Period:				\$2,358.47		

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# Claim Cover Sheet

CLAIM COVER SHEET	
<p>Town of Mayberry, NC Police Department 123 N. Main Street Mayberry, NC 23456 (704) 555-1234 (phone)</p>	<p>INVOICE # <u>1</u> AGREEMENT # <u>2000099999</u></p> <p>DATE: <u>20-Nov-21</u></p>
<p>BILL TO:</p> <p>ATTN: NC DOT NC Governor's Highway Safety Program 750 N. Greenfield Parkway, Garner, NC 27529 1508 Mail Service Center Garner, NC 27529</p>	<p>Questions regarding this claim should be directed to:</p> <p>Name: <u>Otis Campbell</u> Phone: <u>(704) 555-1234</u> Email: <u>otis@mayberry-nc.org</u></p>
<p>REQUEST FOR PAYMENT TIME PERIOD : <u>1-Oct-2021</u> to <u>31-Oct-2021</u></p> <p>REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF: \$ <u>2,358.47</u></p> <p>Remittance Address: Town of Mayberry, NC Police Department P.O. Box 1234 Mayberry, NC 23456</p>	

\* VENDOR NEEDS TO COMPLETE ALL THE SHADED AREAS

Claim Cover Sheet 2019

# GHSP-08-A (Personnel Expenses)

North Carolina Governor's Highway Safety Program Claim for Reimbursement - GHSP-08-A Detail of Expense - Personnel					
From: 1000000999 - Town of Mayberry Police Department			Project Number: PT-22-02-12		
Claim Number: 1			Period of Claim - From: 10/01/2021 To: 10/31/2021		
Name of Employee	Job Title	Type of work Performed on Project	Hours Worked on Project	Pay Rate	Charged to Project
Barney Fife	Deputy	Traffic Enforcement Grant	169	\$10.0000	\$1,690.00
Sub Total:					\$1,690.00
Add Actual Cost of Retirement, FICA taxes, etc.:					\$1,084.67
Total Personnel Services Cost to Project:					\$2,774.67



# GHSP-22 Project Activity Report

## NORTH CAROLINA GOVERNOR'S HIGHWAY SAFETY PROGRAM

Form GHSP-22 (revised 08/25/2021)

### Project Activity Report - Form GHSP-22 (revised 8/25/2021)

Agency:	Mayberry Police Department
Project Number:	PT-22-05-06
Employee:	Barney Fife
Reporting Period Start:	01-Oct-21
Hourly Rate:	\$10.0000
Fringe Rate:	26.0500%
Additional Fringe Amount:	\$741.66
Eligible Hours:	169.00
% Time Spent on Grant:	86.89%
Eligible Gross:	\$1,690.00
Eligible Fringe:	\$1,084.67
Total Reimbursable Amount:	\$2,774.67



#### Notes Section (For Explanation of Enforcement Related Training)

Fife attended Traffic Court on 10/6/2021 for 2.5 hours. Fife worked 12 hours on holiday (10/13/2021). Fife had 2 hours of firearms training on 10/14/2021 and 2 hours in-service training on 10/18/2021. Assisted patrol with a call for 1.5 hour on 10/22/2021. Spent 2 hours serving warrants on 10/27.

Total Hours by Type										
Date	Enforcement Activity Hours	Enforcement-Related Training	* Holiday Worked	Traffic Court Hours (Enforcement Only)	Regular Day Off	Paid Leave (Vacation, Sick, Holiday, Comp)	Other Training	Other Non Enforcement-Related Hours	Total Hours	Date
01-Oct	12.00				<input type="checkbox"/>				12.00	01-Oct
02-Oct					<input type="checkbox"/>				0.00	02-Oct
03-Oct					<input type="checkbox"/>				0.00	03-Oct
04-Oct	12.00				<input type="checkbox"/>				12.00	04-Oct
05-Oct	12.00				<input type="checkbox"/>				12.00	05-Oct
06-Oct				2.50	<input type="checkbox"/>				2.50	06-Oct
07-Oct					<input type="checkbox"/>				0.00	07-Oct
08-Oct	12.00				<input type="checkbox"/>				12.00	08-Oct
09-Oct	12.00				<input type="checkbox"/>				12.00	09-Oct
10-Oct	6.00				<input type="checkbox"/>	6.00			12.00	10-Oct
11-Oct					<input type="checkbox"/>				0.00	11-Oct
12-Oct					<input type="checkbox"/>				0.00	12-Oct
13-Oct	12.00		12.00		<input type="checkbox"/>				24.00	13-Oct
14-Oct	10.00				<input type="checkbox"/>		2.00		12.00	14-Oct
15-Oct					<input type="checkbox"/>				0.00	15-Oct
16-Oct					<input type="checkbox"/>				0.00	16-Oct
17-Oct					<input type="checkbox"/>				0.00	17-Oct
18-Oct	10.00				<input type="checkbox"/>		2.00		12.00	18-Oct
19-Oct	12.00				<input type="checkbox"/>				12.00	19-Oct
20-Oct					<input type="checkbox"/>				0.00	20-Oct
21-Oct					<input type="checkbox"/>				0.00	21-Oct
22-Oct	10.50				<input type="checkbox"/>			1.50	12.00	22-Oct
23-Oct	12.00				<input type="checkbox"/>				12.00	23-Oct
24-Oct	12.00				<input type="checkbox"/>				12.00	24-Oct
25-Oct					<input type="checkbox"/>				0.00	25-Oct
26-Oct					<input type="checkbox"/>				0.00	26-Oct
27-Oct	10.00				<input type="checkbox"/>			2.00	12.00	27-Oct
28-Oct					<input type="checkbox"/>	12.00			12.00	28-Oct
29-Oct					<input type="checkbox"/>				0.00	29-Oct
30-Oct					<input type="checkbox"/>				0.00	30-Oct
31-Oct					<input type="checkbox"/>				0.00	31-Oct
TOTAL	154.50	0.00	12.00	2.50	n/a	18.00	4.00	3.50	194.50	TOTAL

\* "Holiday Worked" should be entered as the total number of hours worked times the holiday rate (i.e. for an officer working 10 hours on a holiday where he/she is paid time-and-a-half, enter "15").

Form GHSP-22 (revised 08/25/2021)

# GHSP-22 Project Activity Report

## NORTH CAROLINA GOVERNOR'S HIGHWAY SAFETY PROGRAM

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### Project Activity Report - Form GHSP-22 (revised 8/25/2021)

Agency:	Mayberry Police Department
Project Number:	PT-22-05-06
Employee:	Barney Fife
Reporting Period Start:	01-Oct-21
Hourly Rate:	\$10.0000
Fringe Rate:	26.0500%
Additional Fringe Amount:	\$741.66
Eligible Hours:	169.00
% Time Spent on Grant:	86.89%
Eligible Gross:	\$1,690.00
Eligible Fringe:	\$1,084.67
Total Reimbursable Amount:	\$2,774.67



#### Notes Section (For Explanation of Enforcement Related Training)

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				Traffic Court Hours (Enforcement Only)	Regular Day Off	Paid Leave (Vacation, Sick, Holiday, Comp)	Other Training	Other Non Enforcement-Related Hours		
01-Oct	12.00				<input type="checkbox"/>				12.00	01-Oct
02-Oct					<input type="checkbox"/>				0.00	02-Oct
03-Oct					<input type="checkbox"/>				0.00	03-Oct
04-Oct	12.00				<input type="checkbox"/>				12.00	04-Oct
05-Oct	12.00				<input type="checkbox"/>				12.00	05-Oct
06-Oct				2.50	<input type="checkbox"/>				2.50	06-Oct
07-Oct					<input type="checkbox"/>				0.00	07-Oct
08-Oct	12.00				<input type="checkbox"/>				12.00	08-Oct
09-Oct	12.00				<input type="checkbox"/>				12.00	09-Oct
10-Oct	6.00				<input type="checkbox"/>	6.00			12.00	10-Oct
11-Oct					<input type="checkbox"/>				0.00	11-Oct
12-Oct					<input type="checkbox"/>				0.00	12-Oct
13-Oct	12.00		12.00		<input type="checkbox"/>				24.00	13-Oct
14-Oct	10.00				<input type="checkbox"/>		2.00		12.00	14-Oct
15-Oct					<input type="checkbox"/>				0.00	15-Oct
16-Oct					<input type="checkbox"/>				0.00	16-Oct
17-Oct					<input type="checkbox"/>				0.00	17-Oct
18-Oct	10.00				<input type="checkbox"/>		2.00		12.00	18-Oct
19-Oct	12.00				<input type="checkbox"/>				12.00	19-Oct
20-Oct					<input type="checkbox"/>				0.00	20-Oct
21-Oct					<input type="checkbox"/>				0.00	21-Oct
22-Oct	10.50				<input type="checkbox"/>			1.50	12.00	22-Oct
23-Oct	12.00				<input type="checkbox"/>				12.00	23-Oct
24-Oct	12.00				<input type="checkbox"/>				12.00	24-Oct
25-Oct					<input type="checkbox"/>				0.00	25-Oct
26-Oct					<input type="checkbox"/>				0.00	26-Oct
27-Oct	10.00				<input type="checkbox"/>			2.00	12.00	27-Oct
28-Oct					<input type="checkbox"/>	12.00			12.00	28-Oct
29-Oct					<input type="checkbox"/>				0.00	29-Oct
30-Oct					<input type="checkbox"/>				0.00	30-Oct
31-Oct					<input type="checkbox"/>				0.00	31-Oct
<b>TOTAL</b>	<b>154.50</b>	<b>0.00</b>	<b>12.00</b>	<b>2.50</b>	<b>n/a</b>	<b>18.00</b>	<b>4.00</b>	<b>3.50</b>	<b>194.50</b>	<b>TOTAL</b>

\* "Holiday Worked" should be entered as the total number of hours worked times the holiday rate (i.e. for an officer working 10 hours on a holiday where he/she is paid time-and-a-half, enter "15").

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Employee:	Barney Fife
Reporting Period Start:	01-Oct-21
Hourly Rate:	\$10.0000
Fringe Rate:	26.0500%
Additional Fringe Amount:	\$741.66
Eligible Hours:	169.00
% Time Spent on Grant:	86.89%
Eligible Gross:	\$1,690.00
Eligible Fringe:	\$1,084.67
Total Reimbursable Amount:	\$2,774.67



#### Notes Section (For Explanation of Enforcement Related Training)

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01-Oct	12.00				<input type="checkbox"/>				12.00	01-Oct
02-Oct					<input type="checkbox"/>				0.00	02-Oct
03-Oct					<input type="checkbox"/>				0.00	03-Oct
04-Oct	12.00				<input type="checkbox"/>				12.00	04-Oct
05-Oct	12.00				<input type="checkbox"/>				12.00	05-Oct
06-Oct				2.50	<input type="checkbox"/>				2.50	06-Oct
07-Oct					<input type="checkbox"/>				0.00	07-Oct
08-Oct	12.00				<input type="checkbox"/>				12.00	08-Oct
09-Oct	12.00				<input type="checkbox"/>				12.00	09-Oct
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31-Oct					<input type="checkbox"/>				0.00	31-Oct
<b>TOTAL</b>	<b>154.50</b>	<b>0.00</b>	<b>12.00</b>	<b>2.50</b>	<b>n/a</b>	<b>18.00</b>	<b>4.00</b>	<b>3.50</b>	<b>194.50</b>	<b>TOTAL</b>

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21-Oct					<input type="checkbox"/>				0.00	21-Oct
22-Oct	10.50				<input type="checkbox"/>			1.50	12.00	22-Oct
23-Oct	12.00				<input type="checkbox"/>				12.00	23-Oct
24-Oct	12.00				<input type="checkbox"/>				12.00	24-Oct
25-Oct					<input type="checkbox"/>				0.00	25-Oct
26-Oct					<input type="checkbox"/>				0.00	26-Oct
27-Oct	10.00				<input type="checkbox"/>			2.00	12.00	27-Oct
28-Oct					<input type="checkbox"/>	12.00			12.00	28-Oct
29-Oct					<input type="checkbox"/>				0.00	29-Oct
30-Oct					<input type="checkbox"/>				0.00	30-Oct
31-Oct					<input type="checkbox"/>				0.00	31-Oct
<b>TOTAL</b>	<b>154.50</b>	<b>0.00</b>	<b>12.00</b>	<b>2.50</b>	<b>n/a</b>	<b>18.00</b>	<b>4.00</b>	<b>3.50</b>	<b>194.50</b>	<b>TOTAL</b>

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Form GHSP-22 (revised 08/25/2021)

Agency:	Mayberry Police Department
Project Number:	PT-22-05-06
Employee:	Barney Fife
Reporting Period Start:	01-Oct-21
Hourly Rate:	\$10.0000
Fringe Rate:	26.0500%
Additional Fringe Amount:	\$741.66
Eligible Hours:	169.00
% Time Spent on Grant:	86.89%
Eligible Gross:	\$1,690.00
Eligible Fringe:	\$1,084.67
Total Reimbursable Amount:	\$2,774.67



### Notes Section (For Explanation of Enforcement Related Training)

Fife attended Traffic Court on 10/6/2021 for 2.5 hours. Fife worked 12 hours on holiday (10/13/2021). Fife had 2 hours of firearms training on 10/14/2021 and 2 hours in-service training on 10/18/2021. Assisted patrol with a call for 1.5 hour on 10/22/2021. Spent 2 hours serving warrants on 10/27.

Date	Enforcement Activity Hours	Enforcement-Related Training	* Holiday Worked	Traffic Court Hours (Enforcement Only)	Total Hours by Type			Other Non Enforcement-Related Hours	Total Hours	Date
					Regular Day Off	Paid Leave (Vacation, Sick, Holiday, Comp)	Other Training			
01-Oct	12.00								12.00	01-Oct
02-Oct									0.00	02-Oct
03-Oct									0.00	03-Oct
04-Oct	12.00								12.00	04-Oct
05-Oct	12.00								12.00	05-Oct
06-Oct				2.50					2.50	06-Oct
07-Oct									0.00	07-Oct
08-Oct	12.00								12.00	08-Oct
09-Oct	12.00								12.00	09-Oct
10-Oct	6.00					6.00			12.00	10-Oct
11-Oct									0.00	11-Oct
12-Oct									0.00	12-Oct
13-Oct	12.00		12.00						24.00	13-Oct
14-Oct	10.00						2.00		12.00	14-Oct
15-Oct									0.00	15-Oct
16-Oct									0.00	16-Oct
17-Oct									0.00	17-Oct
18-Oct	10.00						2.00		12.00	18-Oct
19-Oct	12.00								12.00	19-Oct
20-Oct									0.00	20-Oct
21-Oct									0.00	21-Oct
22-Oct	10.50							1.50	12.00	22-Oct
23-Oct	12.00								12.00	23-Oct
24-Oct	12.00								12.00	24-Oct
25-Oct									0.00	25-Oct
26-Oct									0.00	26-Oct
27-Oct	10.00							2.00	12.00	27-Oct
28-Oct						12.00			12.00	28-Oct
29-Oct									0.00	29-Oct
30-Oct									0.00	30-Oct
31-Oct									0.00	31-Oct
<b>TOTAL</b>	<b>154.50</b>	<b>0.00</b>	<b>12.00</b>	<b>2.50</b>	<b>n/a</b>	<b>18.00</b>	<b>4.00</b>	<b>3.50</b>	<b>194.50</b>	<b>TOTAL</b>

\* "Holiday Worked" should be entered as the total number of hours worked times the holiday rate (i.e. for an officer working 10 hours on a holiday where he/she is paid time-and-a-half, enter "15").

Form GHSP-22 (revised 08/25/2021)



# Mayberry Time Sheet

Name:	Barney Fife
Department:	Mayberry P.D.
Pay Period:	10/1/2021 - 10/31/2021
Pay Date:	11/15/2021

Town of Mayberry - Form TS-01

DAY	SHIFT START DATE	SHIFT START TIME	SHIFT END DATE	SHIFT END TIME	HOURS WORKED	LEAVE TAKEN			OTHER		Daily Hours
					TOTAL SHIFT HOURS	Comp	Vacation	Sick	Holiday	Other	
FRI	10/1/2021	15:00	10/2/2021	3:00	12.00						12.00
SAT											
SUN											
MON	10/4/2021	7:00	10/4/2021	19:00	12.00						12.00
TUE	10/5/2021	7:00	10/5/2021	19:00	12.00						12.00
WED	10/6/2021	9:00	10/6/2021	11:30	2.50						2.50
THU											
FRI	10/8/2021	7:00	10/8/2021	19:00	12.00						12.00
SAT	10/9/2021	7:00	10/9/2021	19:00	12.00						12.00
SUN	10/10/2021	7:00	10/10/2021	13:00	6.00	3.00		3.00			12.00
MON											
TUE											
WED	10/13/2021	7:00	10/13/2021	19:00	12.00				12.00		24.00
THU	10/14/2021	7:00	10/14/2021	19:00	12.00						12.00
FRI											
SAT											
SUN											
MON	10/18/2021	7:00	10/18/2021	19:00	12.00						12.00
TUE	10/19/2021	7:00	10/19/2021	19:00	12.00						12.00
WED											
THU											
FRI	10/22/2021	7:00	10/22/2021	19:00	12.00						12.00
SAT	10/23/2021	7:00	10/23/2021	19:00	12.00						12.00
SUN	10/24/2021	7:00	10/24/2021	19:00	12.00						12.00
MON											
TUE											
WED	10/27/2021	7:00	10/27/2021	19:00							12.00
THU	10/28/2021	7:00	10/28/2021	19:00			12.00				12.00
FRI											
SAT											
SUN											
					164.50	3.00	12.00	3.00	12.00	0.00	

The notes from your time sheet regarding your activities will be compared to the times on the GHSP-22 form.

## NOTES:

10/10 - 6 hours leave  
 10/13 - 12 hours holiday worked  
 10/14 - 2 hours firearms training  
 10/18 - 2 hours in-service training  
 10/22 - 1.5 hour assist patrol with a call  
 10/27 - 2 hours serving warrants

TOTAL HOURS: 194.50

Employee Signature:

Barnerd P. Fife

Supervisor Signature:

Andy Taylor

# Mayberry Time Sheet

Name:	Barney Fife
Department:	Mayberry P.D.
Pay Period:	10/1/2021 - 10/31/2021
Pay Date:	11/15/2021

Town of Mayberry - Form TS-01

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					TOTAL SHIFT HOURS	Comp	Vacation	Sick	Holiday	Other	
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SAT											
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SUN	10/10/2021	7:00	10/10/2021	13:00	6.00	3.00		3.00			12.00
MON											
TUE											
WED	10/13/2021	7:00	10/13/2021	19:00	12.00				12.00		24.00
THU	10/14/2021	7:00	10/14/2021	19:00	12.00						12.00
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SUN											
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FRI	10/22/2021	7:00	10/22/2021	19:00	12.00						12.00
SAT	10/23/2021	7:00	10/23/2021	19:00	12.00						12.00
SUN	10/24/2021	7:00	10/24/2021	19:00	12.00						12.00
MON											
TUE											
WED	10/27/2021	7:00	10/27/2021	19:00	12.00						12.00
THU	10/28/2021	7:00	10/28/2021	19:00			12.00				12.00
FRI											
SAT											
SUN											
					164.50	3.00	12.00	3.00	12.00	0.00	

All time sheets must be signed.

## NOTES:

10/10 - 6 hours leave  
 10/13 - 12 hours holiday worked  
 10/14 - 2 hours firearms training  
 10/18 - 2 hours in-service training  
 10/22 - 1.5 hour assist patrol with a call  
 10/27 - 2 hours serving warrants

TOTAL HOURS: 194.50

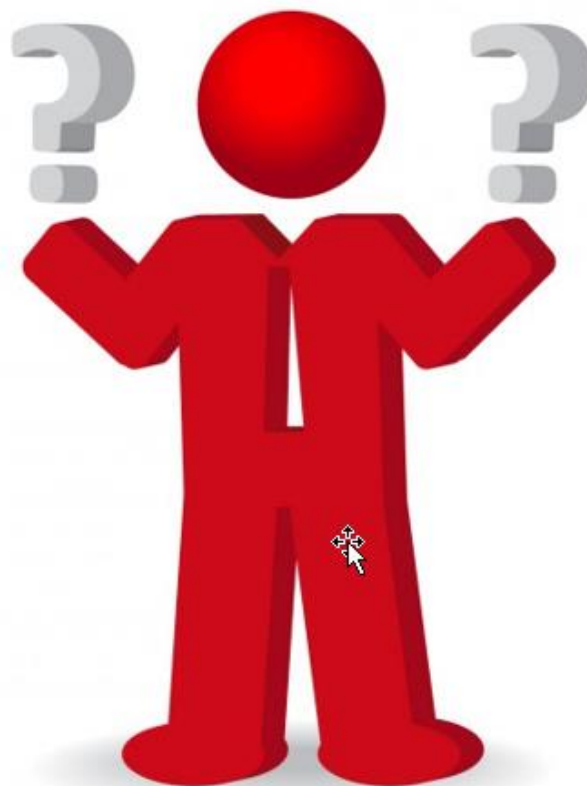
Employee Signature:

Barney P. Fife

Supervisor Signature:

Andy Taylor

# Questions?

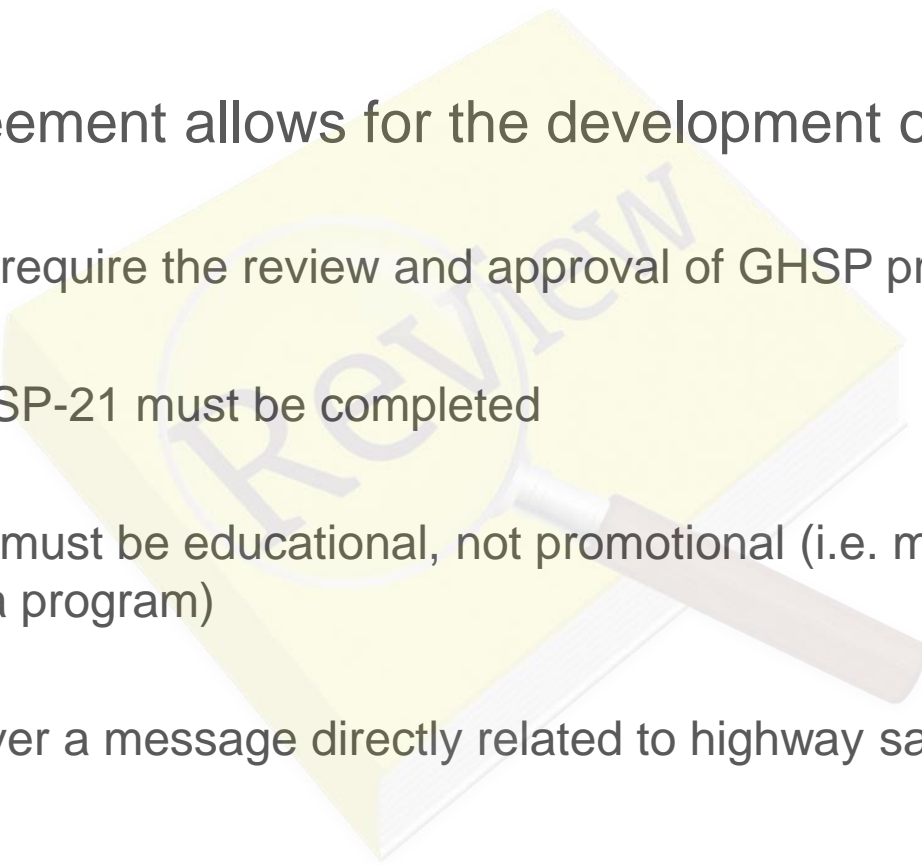




# Grants Management



# Materials Review

- If your agreement allows for the development of materials:
    - Materials require the review and approval of GHSP prior to production
    - Form GHSP-21 must be completed
    - Materials must be educational, not promotional (i.e. materials cannot promote a program)
    - Must deliver a message directly related to highway safety
- 

# Out-of-State Travel (OST)

- If your agreement allows for out-of-state travel (OST), GHSP can reimburse for OST expenses
- Requires written prior approval 30 days in advance using [Form GHSP-07](#)
- The form must include an explanation of how requested OST will benefit the project or enhance attainment of stated goals

# Out-of-State Travel (OST)

- Maximum costs should be entered in whole dollars
  - \$345.51 becomes \$346.00
- Amounts listed are the maximum amounts that can be reimbursed for each line item
- Rental car expenses are not allowed unless specifically approved prior to travel – *rental cars are generally not approved*

# Out-of-State Travel (OST)

- Provide justification if arriving and/or leaving more than one day before/after the conference or training ends
- Must include a copy of the agenda and when appropriate, indicate sessions you will attend
- Ensure project number is entered correctly on the form

# OST Request Form

## NORTH CAROLINA GOVERNOR'S HIGHWAY SAFETY PROGRAM Out-of-State Travel Request – Form GHSP-07

Submit at least 30 days prior to departure.

Project Number: SA-20-19-20

Agency: ABC Corporation

Traveler(s): John Doe, Jane Doe

Origin: Raleigh, NC

Destination: Portland, OR

Date: Depart: October 25, 2019

Return: October 30, 2019

*Purpose of Travel: (Include an explanation of how this travel will benefit the project or enhance the attainment of the stated goals in the contract.): John Doe and Jane Doe will attend the Safe States annual conference beginning on October 26<sup>th</sup> at 8:00 a.m. and ending on October 30<sup>th</sup> at 11:00 a.m. The Safe States Conference provides four and a half days of educational sessions featuring leading professionals involved in research, policy, and practice. Also, Safe States provides additional networking opportunities with leading state and national partners involved in injury prevention. Safe States includes sessions on how to use surveillance data to inform injury prevention activities, including transportation injury prevention. For example, Safe States includes a session titled, "The Right of Way: Driving Towards Roadway Safety" which will focus on how injury surveillance data, cross-cutting collaborations, and innovative programs can prevent roadway injuries and fatalities. While not all sessions are transportation specific, most sessions have broad implications that can be applied to the field of transportation safety (e.g. "Communicating with Impact: Messaging and Narratives in Injury and Violence Prevention"). See attached meeting agenda with potentially relevant sessions highlighted.*

Maximum Costs (in whole dollars):*	Total
Transportation:	Airline \$1,000
	Ground** \$50
Subsistence:***	Lodging \$1,830 per day \$159 plus 15% tax
	Food \$421 per day \$43
Program Registration:	\$300
Other: Baggage Fees	\$100
<b>TOTAL COST</b>	<b>\$3,701</b>

\* Amounts listed in the Cost Section are the maximum amounts that can be reimbursed for each line item.

\*\* Rental car expenses are not approved unless specifically noted and approved prior to travel.

\*\*\* Maximum allowable subsistence is limited to the rates as established by the State Budget Manual or local governing authority.

**Attach agenda and an approved travel request as required by your agency.**

Project Director Signature: James Smith Date: October 1, 2019

Print Project Director Name: James Smith

### FOR GHSP USE ONLY

☐ Travel approved subject to limitations imposed by G.S. 138-6. Applicant must assure sufficient funds remain in the out-of-state travel budget to accommodate requests.

# In-State Travel (IST)

- No form required for planned IST – IST expenses must not exceed budget line item
- IST should be documented in application
- IST not documented in your application requires written justification and approval from GHSP prior to incurring expenses
- Ensure all travel expenses are highway safety related

# Travel Policies

- Maximum allowable subsistence is limited to the rates as established by the [NC Office of State Budget and Management](#) or your local governing authority
- Subgrantees are expected to exercise the same care when incurring expenses for business as they would for personal travel
- Travel authorization must be included with your backup when filing a claim for overnight travel



# Travel Policies

- Excess lodging authorization for in-state and out-of-state travel must be obtained in advance of expenditure from your department head
- GHSP will not reimburse for meals provided during conferences, meetings, etc.

# Questions?



# Change Requests



# Change Requests

- Also referred to as Budget Revisions
- Utilized during the grant cycle to make changes fiscally and in grant content
- Request to reallocate funds or spend funds on something other than originally intended

# Change Requests

- Examples include:
  - Increasing or decreasing funding amounts
  - Reallocating funds within the grant
  - Used to amend previously identified goals, tasks, or intentions

# Change Request Approval Process


- Submitted to GHSP
- Approved by the Highway Safety Specialist
- Approved by the PPE Manager
- Approved by Assistant Director
  - *Revisions may require additional Director and NHTSA approval at this point, depending on the request*
- Contract Management



# Change Requests Requiring NHTSA Approval

- Grantee wishes to add a new planned activity or delete a planned activity previously identified in the Highway Safety Plan
- Change in the scope or the objective of the planned activity
- Change in subrecipients
- Eligible use of funds

# Change Request *Deadline*



**June 30th**

# Questions?



# Monitoring



# Monitoring

- Risk Assessments
- PMRs
- MEDs
- QPRs
- Final Accomplishments
- Final Evaluation
- **No Final Claim May Be Reimbursed Until All Forms Are On File**



# Monitoring

- Risk Assessments
  - These are completed by GHSP staff and not the grantees
  - They are done prior to the application getting final approval and agreements are created
  - The level of risk determines the number and type of project management review to be done

# Risk Assessment

**Agency:** Clayton Police Department

**Title:** CPD's Traffic Crash Reduction Resolution

**Application #:** 1000007617

**Project #:** PT-20-06-18

## Monitoring Plan:

High: Two in person project management reviews

Medium: One in person project management review

Low: Documented desk review

Assessment Criteria\Risk	Low	Medium	High
Does grant provide full funding for personnel?			YES
Does grant provide partial funding for personnel?		NO	
Does grant fund equipment with an actual cost per item of \$5,000 or more?		NO	
Does grant fund equipment only with an actual cost per item of less than \$5,000?	YES		

If any one of the issues below is present the monitoring plan escalates to the next level. If two or more are present, it escalates to high risk:

- (1) Indication of Financial instability;
- (2) Lack of quality of management systems and ability to meet the management standards;
- (3) History of poor performance;
- (4) Reports and findings from audits performed; Reviewed and none found
- (5) The applicant's lack of ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities






# Monitoring

- Project Management Reviews (PMRs)
  - Low Risk Projects – 1 Desk PMR Before Sept 2022
  - Medium Risk Projects – 1 In-person PMR before Sept 2022
  - High Risk Projects – 2 In-person PMRs, the first before March 2022 and the second before Sept 2022



# Monitoring

- Monthly Enforcement Data (MED) Reports (law enforcement)
  - Form GHSP-11 (see [GHSP website](#)) due 15<sup>th</sup> of each month for each officer working on the project

Project Number: _____				Officer Name: _____				Month: _____ Year: 20____																																							
Agency: _____																																															
<small>(Please use minimum size 9 Bold Font for stats)</small>																																															
Project Traffic Offenses and Criminal Charges																																															
Driving While Impaired		Occupant Restraint		Other Traffic Offenses							Criminal Charges		Total Charges																																		
Total DWI Charges	Test Refusal	Seat Belt	Child Safety Restraint	Speed	DWLR	NOL	GDL	Motorcycle / Moped	Other Violations Not Listed	Total Warning Citations	Total Traffic Offenses	Total Drug Charges	Criminal Charges Not Listed	Total Criminal Charges	Traffic and Criminal																																
											0			0	0																																
Fugitives Arrested <input type="text"/>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Enforcement Initiative</th> <th>Day</th> <th>Night</th> </tr> <tr> <td>DWI Checking Station</td> <td></td> <td></td> </tr> <tr> <td>Seat Belt Initiative</td> <td></td> <td></td> </tr> <tr> <td>License Checks</td> <td></td> <td></td> </tr> </table>				Enforcement Initiative	Day	Night	DWI Checking Station			Seat Belt Initiative			License Checks			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Public Information Data</th> </tr> <tr> <td>Number of Presentations</td> <td></td> </tr> <tr> <td>Number of Displays</td> <td></td> </tr> <tr> <td>Number of People Reached</td> <td></td> </tr> </table>				Public Information Data		Number of Presentations		Number of Displays		Number of People Reached																	
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Stolen Vehicles Recovered <input type="text"/>																																															
Number of Officers on Project <input type="text"/>																																															
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# Monitoring

- Quarterly Progress Reports (QPRs)
  - GHSP Form-09
  - Located on GHSP website,  
<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>
  - Each progress report shall describe the project status by quarter
  - Shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter

# Monitoring

- Quarterly Progress Reports (QPRs)
  - Due Dates
    - 1st Quarter- **DUE DATE Jan 15, 2022**
    - Covers program activity from Oct 1-Dec 31, 2021
    - 2nd Quarter- **DUE DATE April 15, 2022**
    - Covers program activity from Jan 1-March 31, 2022
    - 3rd Quarter- **DUE DATE July 15, 2022**
    - Covers program activity from Apr 1-June 30, 2022
    - 4th Quarter- **DUE DATE Oct 15, 2022**
    - Covers program activity from July 1-Sept 30, 2022

# Monitoring

- Quarterly Progress Reports (QPRs)
  - From your approved project application, copy all of the reporting quarter tasks that you completed and enter those tasks under “4. Work Completed this Quarter by Task.” Provide an update on all the activities completed. 1st Quarter
  - If there are any tasks that you did not complete, you must enter them under “5. Work Scheduled for this Quarter but not Completed.”
  - For each task(s) entered into the “5. Work Scheduled for this Quarter but not Completed”, please provide circumstances or problems that prevented you from completing the task(s).

# Monitoring

- Final Accomplishments Reports (Due 10/15/22)
  - GHSP Form-10
  - Located on GHSP website,  
<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>
  - Refer to Section B of the approved project contract and address each goal and objective for the entirety of your project year (October-September)

# Monitoring

- Final Accomplishments Reports (Due 10/15/22)
  - Please be sure to address each goal and objective as noted on the report
  - When you are completing the FAR, please keep in mind that GHSP needs to provide information to NHTSA on whether GHSP's subgrantees achieved their goals and accomplished each of their objectives



# Monitoring

- Final Evaluation Report
  - Completed by GHSP Staff
  - It is a snapshot of your grant and used in GHSP's final report to NHTSA

## North Carolina Governor's Highway Safety Program Final Project Evaluation Report – Form GHSP-17

### REPORT FOR FISCAL YEAR 2017

PROJECT NUMBER(S) M9MT-18-16-08 / MC-18-03-02

TITLE OF PROJECT Orange County Sheriff BikeSafe

NAME OF AGENCY Orange County Sheriff's Office

YEAR OF PROJECT 1<sup>ST</sup> ☒ 2<sup>ND</sup> ☐ 3<sup>RD</sup> ☐ OTHER ☐

AMOUNT PROGRAMMED \$ 39,000 EXPENDED \$34,755.49 LIQUIDATION RATE 89%

QUARTERLY AND FINAL REPORTS (dates received):

Quarterly: 1<sup>ST</sup> 2/1/18 2<sup>ND</sup> 4/30/18 3<sup>RD</sup> 8/30/18 4<sup>TH</sup> 10/29/18

Final Accomplishments Report 10/29/18

TASKS COMPLETED? ☒ YES ☐ NO (EXPLAIN)

OBJECTIVES MET? ☒ YES ☐ NO (EXPLAIN)

GOALS MET? ☒ YES ☐ NO (EXPLAIN)

RECOMMENDED FOR FUTURE FUNDING? ☒ YES ☐ NO (EXPLAIN)

ADDITIONAL COMMENTS

GRANT DOCUMENTATION AUDIT:

Application: Review Sheet attached ☒ YES ☐ NO (EXPLAIN)

Agreement: 2000022893

QPRs attached ☒ YES ☐ NO (EXPLAIN)

PMRs: Number required: 1 Number completed: 1

Attached ☒ YES ☐ NO (EXPLAIN)

Final attached ☒ YES ☐ NO (EXPLAIN)

HIGHWAY SAFETY SPECIALIST: Bob Stevens

DATE October 31, 2018 SIGNATURE \_\_\_\_\_

17. REVIEWED BY MANAGER, PLANNING AND EVALUATION

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

# Questions?



# Equipment



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# Equipment

## § 200.33 Equipment.

- ***Equipment*** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

# Equipment

## Buy America Certification



### Resources

- Uniform Guidelines for State Highway Safety Program
- Title 23 U.S.C.
- [Buy America Waiver](#)
- [Buy America Act - U.S. Code](#)
- [Buy America Act Q&A](#)
- Glossary of Key Terms and Definitions
- Countermeasures That Work Ninth Edition
- 2 CFR Part 200 Frequently Asked Questions

#### "Buy America Act" Certification

The \_\_\_\_\_ (agency name) certifies the \_\_\_\_\_ (item for reimbursement) purchased and being submitted for reimbursement in this claim fully comply with the "Buy America Act", as required in your grant contract (Agreement of Conditions, Item A.3.f. NHTSA Grant Funding Policies) meaning the items are either manufactured or assembled in the United States of America. By signing and certifying that these items are in compliance with the "Buy America Act", if the items are later discovered by the Governor's Highway Safety Program (GHSP), National Highway Traffic Safety Administration (NHTSA), or any other auditor to not be in compliance with the Act, then the certifying agency will be required to reimburse GHSP for the non-compliant items in full.

\_\_\_\_\_  
Certified by

\_\_\_\_\_  
Date



# Equipment

## GHSP – 12

- Completed internally

GHSP-12

North Carolina Governor's Highway Safety Program  
Non-Expendable Property Record – Form GHSP-12

1. Agency:  
Contact:  
County:

2. Project Number:

3. Serial Number of Equipment:

4. Description of Equipment:

5. Location of Equipment:

6. Total Cost of Equipment: \$

7. Date Equipment Received: , 20

8. Grants Specialist: Date: , 20

FOR GHSP DATA ENTRY USE ONLY:

ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Rev 2/02





# Equipment

## GHSP – 13

- Must notify GHSP
- With status change
- By grantee

GHSP-13

**North Carolina Governor's Highway Safety Program**  
**Non-Expendable Property Disposition Request – Form GHSP-13**

1. Project Number: \_\_\_\_\_

2. Agency: \_\_\_\_\_

3. Serial Number of Equipment: \_\_\_\_\_

4. Description of Equipment: \_\_\_\_\_

5. Location of Equipment: \_\_\_\_\_

6. Original Cost of Equipment: \$ \_\_\_\_\_

7. Date Equipment Received: \_\_\_\_\_, 20\_\_\_\_

8. Nature of Disposition Request: ☐ Sell ☐ Trade  
☐ Wrecked / Destroyed on \_\_\_\_\_, 20\_\_\_\_ ☐ Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Official Date: \_\_\_\_\_

FOR GHSP USE ONLY			
	Approved by	Disapproved by	Date
Grants Specialist			
Finance Officer			
Manager, P & E			

Comments: \_\_\_\_\_ Initials: \_\_\_\_\_

☐ Not Approved

☐ Approved - Effective Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Director or Designee  
NC Governor's Highway Safety Program Date: \_\_\_\_\_

FOR GHSP DATA ENTRY ONLY	
Entered by:	
Date:	

Run: 504

1

# Review of Important Dates

- MEDs are due when?
  - *15<sup>th</sup> of each month beginning November – one per officer*
- 1<sup>st</sup> Quarter QPR due when?
  - *January 15, 2022*
- 2<sup>nd</sup> Quarter QPR due when?
  - *April 15, 2022*
- 3<sup>rd</sup> Quarter QPR due when?
  - *July 15, 2022*
- 4<sup>th</sup> Quarter QPR due when?
  - *October 15, 2022*

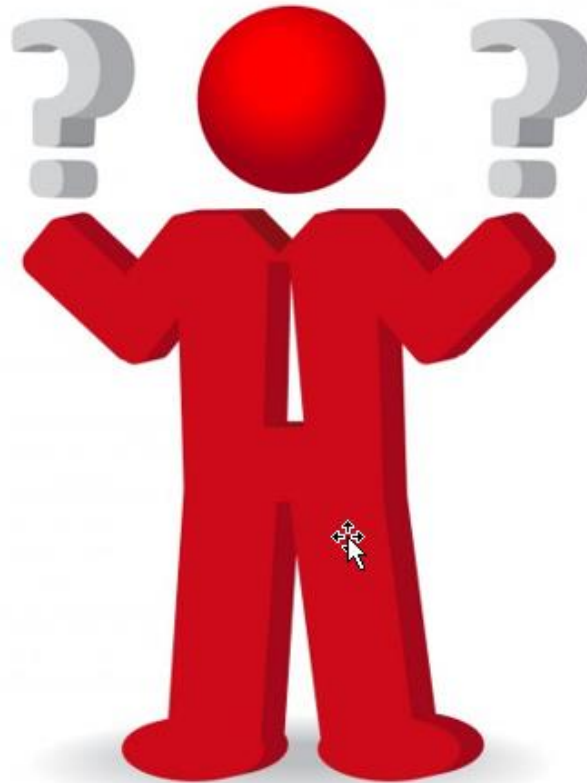


# Review of Important Dates

- Grants system is open for FY23 applications when?
  - *January 1<sup>st</sup> to January 31<sup>st</sup>*
- Final Accomplishments Report due when?
  - *October 15, 2022*
- Final claim is due when?
  - *October 30, 2022*



# Questions?



# Resources

- *NHTSA Resource Guide* - <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>
- *Uniform Procedures for State Highway Safety Grant Programs (23 CFR Part 1300)* - <https://www.govinfo.gov/content/pkg/FR-2018-01-25/pdf/2018-01266.pdf>
- *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (2 CFR 200)* - [https://www.ecfr.gov/cgi-bin/text-idx?SID=00edfa4e33dfa0201f97589e3924f3b8&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=00edfa4e33dfa0201f97589e3924f3b8&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- *GHSP Grant Information and Law Enforcement Documents* - <https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>